



Dr. Robert Bentley
GOVERNOR

STATE OF ALABAMA
**BOARD OF HEATING, AIR CONDITIONING
AND REFRIGERATION CONTRACTORS**

8 Commerce Street, Suite 200
PO Box 305025
Montgomery, Alabama 36130-5025
(334) 241-0840

Fax: (334) 265-0570
www.hacr.alabama.gov



Kathy S. LeCroix
EXECUTIVE DIRECTOR

**Requirements for all Heating and Air Conditioning
Examination Applicants**

On August 1st, 2009, a new law went into effect that requires all applicants wishing to sit for the Heating & Air Conditioning or Refrigeration contractors' exam to have a certain amount of experience and or education prior to taking the exam.

Code of Alabama 1975 Title 34 Chapter 31 Section 28, states in part that:

An applicant for the heating, air conditioning, or refrigeration certified contractor license shall be eligible to sit for the examination if the applicant has held an apprentice registration, issued by this Board for two or more calendar years; or has completed 3,000 hours of coursework or experience, as defined by the Board; or is an graduate of an approved heating, air conditioning, or refrigeration curriculum.

In order to be approved to sit for the examination you must submit:

(1) The Examination Application; and

(a) Affidavits that are signed and notarized by the employer(s) swearing that the applicant has worked in the Heating and Air Conditioning industry for at least two years within the past five years, and all corresponding W-2 Forms from the employer(s);

and/or

(b) Copies of certificates showing that the applicant has attended at least 3000 hours of Heating and Air Conditioning educational training;

or

(c) Proof of graduation from an approved Heating and Air Conditioning curriculum.

Approved providers are: Alabama Power

Bevill State Community College
Bishop State Community College
Calhoun Community College
Fortis College (Montgomery & Mobile)
Gadsden State Community College
J. F. Drake State Tech
Lawson State Community College
NARS Training System
Shelton State Community College
Southern Union Community College
Trenholm State Tech
Wallace State Community College--Hanceville

If you would like to review any of these above stated changes please visit to our website at www.hacr.alabama.gov.



STATE OF ALABAMA
Board of Heating, Air Conditioning and Refrigeration Contractors
8 Commerce St. Suite 200, Montgomery, AL 36130-5025
(334) 241-0840; Toll Free: (866) 855-1912
www.hacr.alabama.gov



2011 Examination Application

Print Name as it appears on Driver's license

Home Phone

Address

Work Phone

City

State

Zip

Social Security Number

Email Address

Fee **\$150.00** Make check payable to Alabama Board of Heating, Air Conditioning and Refrigeration Contractors. You have exactly one year from the date the Board receives your application and fee to schedule an exam date with the testing provider. Any candidate that attempts to schedule their exam after this time will be required to resubmit a new application and all appropriate fees.

(FAXED APPLICATIONS WILL NOT BE ACCEPTED)

Once this application and \$150.00 fee has been processed by the Board, you will receive information concerning scheduling the exam.
Exam Sites: Birmingham, Huntsville, Mobile or Montgomery.

I declare under penalty of perjury, under the laws of the State of Alabama, that all statements contained in this application, and any accompanying documents, is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of my license or application.

Signature

Date

If you wish to pay by credit card, please enter the credit card information below:

Check one: Visa _____ MasterCard _____ Expiration Date _____

Credit Card No _____

Individuals requiring special accommodations must contact the board for assistance.

FOR BOARD USE ONLY:

Date of Exam: _____

**AFFIDAVIT FOR HEATING & AIR CONDITIONING
EXAMINATION APPLICANT**

I, _____, solemnly swear and affirm that I have
(Name)
personal knowledge that _____, has
(Name of Examination Applicant)
worked, within the past five years, or is presently working in the Heating and Air Conditioning industry and the
duties he has performed are as listed below:

- 1.
- 2.
- 3.
- 4.

I understand that I may be contacted by a representative of the Board for either verification of the
information contained in this affidavit or additional documentation and/or information.

I declare under penalty of perjury, under the laws of the State of Alabama, that all statements contained in
this application, and any accompanying documents, is true and correct, with full knowledge that all statements
made in this affidavit are subject to investigation and that any false or dishonest answer to any question may be
grounds for denial or subsequent revocation of license or application.

Signature of Affiant (HACR License if Applicable)

Name of Company/Title

Address

Phone Number(s)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

EXAMINATION INFORMATION

EXAM LOCATIONS

The examinations are administered at the examination centers listed below:

- 1) **Birmingham**, (Exams given on Thursday & Saturday) 100 Centerview Drive, Suite 121
- 2) **Huntsville**, (Exams given on Tuesday & Saturday) 4900 University Square, Suite 4
- 3) **Mobile**, (Exams given on Wednesday & Saturday) 6051 - B Airport Blvd
- 4) **Montgomery** (Exams given on Wednesday & Saturday) 500 Interstate Park Drive Suite 530

Alabama candidates may also take the examination at other sites.

You must submit a written request for approval prior to scheduling an examination outside of Alabama.

SCORE REPORTING

In order to pass the examination, you must achieve a minimum score of 53 correct items (66.25%).

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** – Your score will automatically appear on the computer screen at the end of the time allowed for the examination. If you have completed the exam and are using the on-line review features, you will be able to obtain your score immediately.
- - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** – an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report. The fee for a duplicate score report is \$15.00. *Money Order or cashier's check ONLY.*

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

REFERENCE LISTS

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- International Fuel Gas Code, 2006 or 2009, American Gas Association, 400 N. Capitol Street, NW Washington, DC 20001, www.aga.org
- International Mechanical Code, 2006 or 2009, 1-892395-33-9, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, <http://www.intlcode.org/>
- ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
- Code of Federal Regulations, Title 29, Part 1926, 2002, Superintendent of Documents, POB 371954, Pittsburgh, PA 15250-7954, 8882936498, <http://bookstore.gpo.gov/>
OR
- 29 CFR Part 1926, Selections, PSI, 3210 E Tropicana Ave, Las Vegas, NV 89121 To order call: (800) 733- 9267
- Refrigeration and Air Conditioning Technology, 6th edition, 2009, Whitman/Johnson/Tomczyk/Silberstein, Delmar Cengage Learning, 10650 Toebben Drive, Independence, KY 41051
- Manual J - Residential Load Calcs, reprinted 2006, 8th Full Edition, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org (The abridged or unabridged version will be accepted.)
- Manual D, Residential Duct Systems, 2009, 3rd Ed, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
- International Residential Code for One- and Two-Family Dwellings, 2006 or 2009, International Code Council Inc., Contact ICBO (800) 284-4406 or BOCA (800) 214-4231, or SBCCI (205) 591-1853, www.iccsafe.org .

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
 - Read study materials that cover all the topics in the question content of the exam.
 - Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
 - Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
 - Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.
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HVAC (EFFECTIVE MARCH 2011)

# of Questions	% Required to Pass	Time Allowed
80	66.25% 53 items correct	240 minutes

Pretest Items

*In addition to the number of questions per examination, a small number of five to ten “pretest” questions **may** be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.*

QUESTION CONTENT OF THE EXAM

Subject Area	# of Items
Insulation	3
Hangers and Supports	2
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	8
Refrigerants	3
Testing, Adjusting and Balancing	3
Controls	4
Air Conditioning and Heat Pump Systems	8
Furnaces and Heaters	4
Chimneys, Flues and Vents	4
Combustion Air	4
Ducts	14
Ventilation and Exhaust	4
Safety	4
Piping	5
Load Calculations, Residential	9

EXAMINATION PREPARATION COURSE PROVIDERS **AND BOOKS SUPPLIERS**

Alabama Power Company
HVAC Training Center
2388 County Road 93
Verbena, Alabama 36091
www.alabamapower.com/hvac

800-634-0154

Books

Prep Course

American Contractors
Exam Services & Book Store
5000 Linbar Drive, Suite 250
Nashville, Tennessee 37211
www.examprep.org

800-955-7277

Books

Prep Course

Fax: 615-832-3682

Voice Mail: 615-832-4550

Lawson State Technical College
Air Conditioning & Refrigeration Supply
U. S. Highway 11 South
Post Office Box 308
Bessemer, Alabama 35021
www.lawsonstate.edu

800-235-5368

Books

Prep Course

205-428-6391

Fax: 205-426-7451

NARS Training Systems
Post Office Box 804
Huntsville, Alabama
www.narstrainingsystems.com

800-722-3072

Books

Prep Course

256-536-7804

Fax: 356-536-1525

Professional Book Sellers
2200 21st Avenue, South #105
Nashville, Tennessee 37212
www.pro-book.com

800-572-8878

Books

615-383-0044

Fax: 615-383-0235

Bevill State Community College
101 State Street
Sumiton, AL 35148
djenkins@bscc.edu

205-648-3271 ext. 5215

Fax: 205-648-2288

Prep Course

BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

To place an order for one or more of the following items listed, you may:

➤ Order online at www.psionlinestore.com

➤ Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.psionlinestore.com

<input type="checkbox"/>	International Mechanical Code
<input type="checkbox"/>	29 CFR Part 1926 Selections
<input type="checkbox"/>	International Fuel & Gas Code
<input type="checkbox"/>	

Please note: Inventory and pricing subject to change without notice.

➤ You may also place a checkmark next to the items that you would like to order, and mail or fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.

Mail or FAX to:

**PSI licensure: certification ** 3210 E Tropicana * Las Vegas * NV * 89121 (Attn Shipping)
Fax (702) 932-2668**

Name:

Address: _____

City _____ State _____

_____ Zip _____

PHONE

NUMBER: _____

Many of the reference materials listed are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088.



**Lawson State Community College – Bessemer Campus
AIR CONDITIONING AND REFRIGERATION SUPPLY**

**1100 9th Ave. S. W.
Bessemer, AL 35022
ATTENTION: BOOKSTORE**

**PHONE: (205) 929-3424
FAX: (205) 424-5119**

REFERENCES FOR HEATING AND AIR CONDITIONING

International Mechanical Code, 2009	93.00		9781580017305
International Fuel Gas Code, 2009			
	93.00		9781580017343
Refrigeration & Air Conditioning Technology	131.65		9781428319363
ACCA Ductulator	34.70		
Manual J, Residential Load Calculation, 8 th AE	68.95		9781892765284
Manual D- Residential Duct Systems	39.95		9781892765000
International Residential Code for One and Two-Family Dwellings, 2006	72.00		9781580012539
29 CFR Part 1926, Selections of the Code of Federal Regulations	41.00		9780808017301

Subtotal _____

Tax (9%) _____

Shipping & Handling 15.50

Total _____

Current prices subject to change without notice. Please call before ordering.
Telephone orders accepted (205)929-3426 or by fax, (205) 424-5119.

Lawson State Community College offers a Certification Review class each term. The class meets for 8 Saturdays. For more information, contact the Admissions office at (205) 929-3416.

3/1/11